

# B.A. Bulletin

August 2001

## Important Health Benefits News for Benefits Administrators

## Upcoming Events

### AUG

**Aug. 31** ~ Frequently Asked Questions (FAQs) on eligibility and statewide plan benefits completed for DHRM Web site  
**Aug. 31** ~ Qualifying Mid-Year Events chart completed and placed on DHRM Web site  
**Aug. 31** ~ New Advantage 65 Member Handbook completed

### SEPT

**Sept. 17** ~ Health benefits meetings for retirees begin around the Commonwealth  
**Sept. 30** ~ Flexible Benefits Sourcebook and Fall Spotlight printed

### OCT

**Oct. 5** ~ Flexible Benefits Sourcebook and Fall Open Enrollment materials sent to Benefits Administrators  
**Oct. 12** ~ Fall Spotlight mailed to active employees

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## Help Employees Maximize Their Health Benefits

Use these tips when counseling employees about their health benefits:

**Submit notice within 31 days of a qualifying mid-year event.** When employees experience an event during the year which allows a change in membership or plan, following the 31-day rule ensures that the change occurs. Employees currently may give notice by submitting a completed Enrollment/Waiver form.

**Select a primary care physician (PCP).** This is important to receive maximum benefits and to pay fewer out-of-pocket expenses. Without a PCP, members of Cost Alliance or regional HMO plans have no medical benefits except emergency care.

**Add eligible family members to your coverage.** Employees may forget to add a newborn baby within 31 days and to select a PCP for the child. The result: no coverage or reduced coverage for the baby!

**Remove ineligible family members from your coverage.** The penalty for carrying ineligible members is removal from the Health Benefits Program for up to three years. Never eligible: divorced spouses, children who are self-supporting or married, or children who have reached the age limit of 23 by the end of a calendar year.

## Save That Date!

To be sure of the date when an employee request is received, remember to date stamp Enrollment/Waiver forms when they arrive in your office. As you know, in most cases the effective date of an election is the first of the month following receipt of the form. The receive date must be entered in BES.

## Health Benefits Training Opportunities

All courses are held in Richmond at the PDS Training Center, James Monroe Building. Training is scheduled from 8:30 a.m. to 4:30 p.m.

### Fundamentals for Benefits Administrators (Parts I and II)

September 19-20, 2001  
November 7-8, 2001

### Advanced Benefits Administration

September 26, 2001  
November 14, 2001

For more information, visit the DHRM Web site at <http://www.dhrm.state.va.us>.

**Sign Up Today!**

## A Reminder on DSS Orders...

When a Department of Social Services (DSS) order is received to cover a child or children, the policy is the same as for the birth of a child or adoption. The effective date for adding the dependent is the first of the month of the date of the order.

## For Your Calendar...

**Human Resource Conference**  
**Nov. 28 – 30, 2001**  
**Holiday Inn Executive Center**  
**Virginia Beach, Virginia**

**Open Enrollment for Flexible  
Reimbursement Accounts**  
**Nov. 1 – Dec. 1, 2001**

